

State of Colorado



DPA

**Department of Personnel
& Administration**

Division of Human Resources

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October 1, 2004

Dear Colleague:

DPA will again utilize the paperless, on-line open enrollment process for the 2005 Short Plan Year, which runs from January 1, 2005 through June 30, 2005. Open enrollment will run from October 18 through November 6, and you can access the online system and all open enrollment materials at www.colorado.gov/dpa/dhr.

We have provided a summary of your current 2004 benefits. Please review this information carefully, and take time to also review all open enrollment materials and consider what options best meet your needs and the needs of your dependents. DPA will not be mailing open enrollment materials to employees' homes. A printable version of the 2005 Short Plan Year open enrollment packet and comprehensive plan comparisons are available online.

If you have no changes for the short plan year, you will be re-enrolled in your current benefit plans and do not have to use the on-line system. Employees **MUST USE THE ONLINE SYSTEM** to change their tax status, enroll or re-enroll in a flexible spending account, elect State medical coverage if they are currently enrolled in the PacifiCare HMO, and make other changes to their benefits elections for the 2005 short plan year.

Enclosed are instructions on how to access the enrollment site and how to enroll using the system. If you do not have Internet access at work or home, please refer to the enclosed list of locations that provide public access to the Internet.

Thank you for your support as we continue our transition to the brave new world of on-line open enrollment.

Sincerely,

Jeffrey C. Schutt, Director
Division of Human Resources